

CN110: Paralegal Career Foundations

Certificate Course

Let us help you build your Resume Portfolio - because your work deserves to be seen... while you focus on building your skills for service, leadership, and career growth.

Course Description

This course is designed for adult learners who want to explore the foundational skills used in legal support roles, including legal terminology, document preparation, research basics, and professional communication within a law-related environment. Adults learn how legal offices operate, how to organize case materials, how to use common legal software, and how to support attorneys and administrative teams with accuracy and professionalism. The course also explores ethical responsibilities, confidentiality, and best practices for managing sensitive information. Learners will gain confidence in understanding legal processes without performing tasks reserved for licensed professionals. **This course does not train or certify students to become paralegals**, but provides practical knowledge for those assisting in ministry, nonprofit, or administrative settings where legal documents and procedures are part of daily operations.

What You Will Learn

By the end of this course, students will be able to:

- Understand the role and responsibilities of paralegals
- Identify key areas of law and legal terminology
- Organize and manage legal documents and case files
- Conduct basic legal research using approved tools
- Draft simple legal correspondence and forms
- Understand confidentiality, ethics, and professional conduct
- Navigate court structures and legal office procedures

Ministry of Christ Church College provides résumé-portfolio-based courses with real-time practicums for ministry, employment, and life.

Course Materials

This course uses the textbook:

Paralegal Career For Dummies

All assignments, practicum activities, and the final exam are based on the themes and skills taught in the book.

Included in Your Course Package

- CN110 Syllabus Checklist
- CN110 Practicum Resume Portfolio Guide
- CN110 Final Exam (with stamped return envelope)
- Textbook and Resume Portfolio Notebook mailed directly from Amazon
- Certificate (suitable for framing) mailed upon receiving a passing score of 70% or better

Practicum Summary (for Resume Portfolio)

Practicums are for you to keep and add to your Resume Portfolio. A Resume Portfolio is a simple, personal collection of real work that shows your skills, your experience, and the quality of what you can do. It gives employers a clear picture of your strengths in a professional, easy-to-understand way.

Students will complete hands-on activities in:

- Identifying legal terminology and case types
- Organizing a mock case file
- Drafting simple legal correspondence
- Practicing basic legal research
- Completing a legal office workflow exercise
- Reviewing confidentiality and ethics scenarios
- Completing a paralegal career foundations project summary

Final Exam

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The CN110 exam includes:

- Multiple-choice questions
- Short-answer questions
- Scenario-based application

Course Requirements

- Working knowledge of English
- Ability to complete written assignments
- Live within the United States
- Access to email for submitting coursework

Tuition

149.00 USD – Individual Course

Payment is made through Shopify.

After purchase, you will be able to immediately download the *Student Welcome & Instructions* PDF and follow the steps. Your course materials will be mailed once you complete the instructions in the PDF.

How to Enroll

Step 1: Download the Application

Visit the church college website to download the official application form. Your application must be completed and received before your textbook and course materials will be delivered.

Step 2: Review the Full Catalog

The complete College Catalog is available on the college website.

Step 3: Submit Your Application

Mail your completed application to the college office. If you email your application, include “**Application**” in the subject line.

Ministry of Christ Church College
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Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

Your application must be received and processed before your textbook and course packets are mailed. (If you have not downloaded the application yet, it is available on the college website.)

Step 4: Purchase Your Course

Click here to purchase CN110 through Shopify, our secure online store.

Once purchased and your application is processed, your textbook and course packets will be mailed to you.

Policies

For all official policies including tuition, refund, and admissions requirements please refer to the College Catalog.

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